



ESSENTIAL RECORDS LISTING



Pursuant to ARS §41-151.14 (5), The head of each state and local agency shall: Once every five years submit to the director lists of all essential public records in the custody of the agency.

Public Body Title ARIZONA STATE PARKS BOARD

Date: _____

Name (type or print): TOM SARRATT	Title: Records Officer or Designee (type or print): Chief of Budget, Fiscal Services and Procurement	E-mail: tsarratt@azstateparks.gov	Phone : 602-542-2138
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* REQUIRED INFORMATION *				* OPTIONAL INFORMATION *															
				Priority Access (in hours)		Media				Document type	Location	Quantity	Update Cycle	Salvage Instructions	Backup Information				
				1-12	12-72	After 72	Paper	Microfilm	Microfiche	Other					Digital Copy	On Site	Off Site	Location	
Record Series Title/Records Description	Schedule # or Date	Item #	E.D. 1-5																
Attendance & Revenue Records	03-10-1997	1	4			X	X	X		X									
Budget Files	03-10-1997	2	4			X	X	X		X									
Contracts, Agreements & IGAs (Including correspondence, bids & proposals)	03-10-1997	3	2			X	X	X		X	X								
Deposits	03-10-1997	4	4			X	X	X		X									
Employee Personnel Files	03-10-1997	5	2			X		X		X									
Employee Time Reports	03-10-1997	6	4			X				X									
Expense Accounting Records	03-10-1997	7	2			X		X		X									
Grant Files:	03-10-1997	8	2																
Agreements, contracts, memoranda, Documents (separated from Fed Grant Files)	03-10-1997	8	2			X		X		X									
Federal Grants (park development)	03-10-1997	8	2			X		X		X									
Historical Preservation (covenants filmed)	03-10-1997	8	4			X	X			X									
State Park Development	03-10-1997	8	4			X		X	X	X									
Outdoor Recreation Files	03-10-1997	9	4			X		X		X									
Payroll Claims	03-10-1997	10	4			X		X	X	X									
Payroll Deduction Records	03-10-1997	11	2			X		X	X	X									
Personnel Action Forms	03-10-1997	12	4			X		X	X	X									
Unsuccessful Bids & Proposals	03-10-1997	1	4			X		X	X	X									
Contracts, Agreements & IGAs (including correspondence, bids & proposals)	10-21-1996	1	2			X		X		X									
Natural Area Projects (including correspondence & proposals)	10-21-1996	2	2			X		X		X									
Unsuccessful Bids & Proposals (required for next audit)	10-21-1996	3	2			X		X	X	X									

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				Priority Access (in hours)	Media					Document type							Backup Information		
					Paper	Electronic	Microfilm	Other	Original								Copy	On Site	Off Site
Record Series Title/Records Description	Schedule # or Date	Item #	E.D. 1-5	1-12	12-72								Location	Quantity	Update Cycle	Salvage Instructions	On Site	Off Site	Location
Grant Files Includes:		1	4		X		X												
Land and Water Conservation Fund	07-24-2001	1	4		X		X				X								
Local Regional & State Parks Heritage Fund	07-24-2001	1	4		X		X				X								
State Lake Improvement Fund	07-24-2001	1	4		X		X				X								
Historic Preservation Recreation Fund/Federal	07-24-2001	1	4		X		X				X								
Trails Heritage Fund	07-24-2001	1	4		X		X				X								
Off Highway Vehicle Recreation Fund/Recreational Trails Program	07-24-2001	1	4		X		X				X								
Law Enforcement Boating Safety Fund	07-24-2001	1	4		X		X				X								
Growing Smarter	07-24-2001	1	4		X		X				X								
Environmental Education	07-24-2001	1	4		X		X				X								
National Recreational Trails Fund Act	07-24-2001	1	4		X		X				X								
All Others	07-24-2001	1	4		X		X				X								
Archaeology Commission Records and Minutes	11-08-2006	1	4		X		X				X								
Certified Local Government Program Records	11-08-2006	2	4		X		X				X								
Ordinances	11-08-2006	2	4		X		X				X								
Correspondence	11-08-2006	2	4		X		X				X								
Certifications	11-08-2006	2	4		X		X				X								
Pass Through Project and Fiscal Records (including covenants, scope of work and photographs)	11-08-2006	2	4		X		X		X	X									
Economic Recovery Tax Act Records (Federal)	11-08-2006	3	4		X		X				X								
State Property Tax Records (paper and electronic)	11-08-2006	4	5		X		X	X			X								
Federal End of Year Reports	11-08-2006	5	4		X		X				X								
National Register Records (paper and electronic)	11-08-2006	6	5		X		X	X			X								
Historic Sites Review Committee Minutes	11-08-2006	7	5		X		X			X	X								
Arizona Site Stewards Program Records (paper and electronic)	11-08-2006	8	4		X		X		X		X								
Volunteer Monitor Agreements	11-08-2006	8	4		X		X				X								
Site Kits	11-08-2006	8	4		X		X				X								

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				(in hours)															
Record Series Title/Records Description	Schedule # or Date	Item #	E.D. 1-5	1-12	12-72	After 72	Paper	Electronic	Microfilm	Other	Original	Copy	Location	Quantity	Update Cycle	Salvage Instructions	On Site	Off Site	Location
Publications (including brochures, newsletters, annual reports, etc.)	11-08-2006	9	4		X		X				X								
Review and Compliance Records (paper and electronic)	11-08-2006	10	4		X		X		X		X								
Reports (including survey, testing, monitoring, data recovery, condition assessments, State level building documentation, Historic American Building Survey and Historic American Engineering Records (HABS/HAER))	11-08-2006	10	4		X		X				X								
Determinations, of Eligibility and Supporting Justification Records	11-08-2006	10	4		X		X				X								
General Project Correspondence	11-08-2006	10	4		X		X				X								
Agreements	11-08-2006	10	4		X		X				X								
Easements and Covenants	11-08-2006	10	4		X		X				X								
Archaeology Library Reports (now part of Review and Compliance Files, including Archaeological survey, data recovery testing reports, and data recovery monitoring reports)	11-08-2006	11	4		X		X				X								
State Plans and Context Studies	11-08-2006	12	4		X		X				X								
Annual Work Plans	11-08-2006	13	4		X		X				X								
Grant Records	11-08-2006	14	4		X		X				X								
Project Records (including photographs, maps, final reports, condition assessments and covenants)	11-08-2006	14	4		X		X			X	X								
Fiscal Records	11-08-2006	14	4		X		X				X								
State Historic Preservation Office Program Certifications	11-08-2006	15	4		X		X				X								
Public Programs General Correspondence (paper and electronic)	11-08-2006	16	4		X		X		X		X								
Azsite User Applications	11-08-2006	17	4		X		X				X								
Attorney Correspondence	11-08-2006	18	4		X		X				X								
Inventories of Historical and Archaeological Properties Records (paper records input into Azsite)	11-08-2006	19	4		X		X				X								